



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.1.33	Subject: <b>COMMUNICATION SYSTEMS</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3 and Attachments
Section 1: Security Operations	Effective Date: March 12, 2001
Signature: /s/ Mike Ferriter, Director	Revised: 01/02/2013

## **I. POLICY**

The Department of Corrections maintains communication systems for effective internal and external staff communication in accordance with standards set by the Federal Communications Commission, Montana Code Annotated, and the Montana Department of Administration, Public Safety Services Bureau.

## **II. APPLICABILITY**

All secure care facilities Department-owned and contracted, as specified in contract.

## **III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Department Radio System Manager (DM) – The Department Emergency Preparedness Planning manager is responsible oversight of the Department-wide radio communication system.

Local Radio System Managers (LM) – Department employees responsible for oversight of the radio communication system specific to the employee's division, facility, or bureau.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. The personal safety and security of staff, offenders, and communities are dependent on Department staff properly using established communication systems.
2. Department staff must be appropriately trained, understand communication procedures and protocols, and maintain serviceability and accountability of assigned communication systems.
3. Department staff who have been trained and certified by the Department approved radio vendor or who received specialized training will provide maintenance or programming of radios.
4. All divisions will use the [DOC 3.1.33A Radio System Logistic Support Plan Procedure Guide](#) for maintaining radio system components.

### **B. Responsibilities**

1. Administrators, or designees, are responsible for the following:

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- a. development and maintenance of procedures in accordance with this policy;
  - b. assign a local radio system manager (LM) for the maintenance and implementation of the LSP;
  - c. ensure Department staff are properly trained on assigned communication systems;
  - d. ensure facility staff are available to receive telephone calls during normal work hours, secure facility staff must be available 24-hours daily; and
  - e. update the [Emergency Notification Contact List](#) containing primary and alternate telephone numbers for key leadership staff on a quarterly basis and provide updated lists to the Department Emergency Planning and Preparedness manager.
2. Responsibilities of the Department radio system manager (DM) include:
  - a. ensure all divisions adhere to applicable policy and procedure requirements;
  - b. provide required reports to the Department director and management team;
  - c. coordinate budget, inventory management, and procurement with the Administrative and Financial Services Division administrator; and
  - d. immediately report to the state system administrator any loss of a radio, base station or consolette.
3. Responsibilities of the LM include:
  - a. collaborate with the DM regarding radio issues and management strategies;
  - b. properly account for equipment by item, serial number, and location;
  - c. ensure each employee issued a radio reads, understands and signs a Radio Equipment Issue Agreement form prior to issuance;
  - d. maintain copies of signed Radio Equipment Issue Agreement forms;
  - e. maintain an accountability inventory of radio equipment (excluding accessories, e.g., headsets, microphones) to document equipment;
  - f. complete an inventory of all radios in January and June annually and submit the inventory to the DM;
  - g. utilize the secure Intranet Facility Radio Management Folder to maintain all radio-related documents;
  - h. immediately report any missing, lost, or inoperable radio equipment to the DM or Staff Services Division administrator providing the type of radio equipment lost, serial number, last known user, and last known location.

### **C. Radio Communication Standards**

1. Radio communication system standards include:
  - a. selected facility leadership will have access to the “Black” statewide mutual aid channel;
  - b. personal two-way radios and walkie-talkies are prohibited;
  - c. “plain talk” is the standard form of verbal communication;
  - d. establish call signs for assigned radio users and base stations;
  - e. use 24-hour military time in radio communications

## **V. CLOSING**

Questions concerning this policy should be directed to the Department emergency planning and preparedness manager.

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## **VI. REFERENCES**

- A. [2-15-112, MCA](#); [53-1-203, MCA](#)
- B. 4-4217; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*

## **VII. ATTACHMENTS**

- [Emergency Notification Contact List](#) [PDF](#)
- [Radio Equipment Issue Agreement](#) [PDF](#)